Service Request Tracking System (SRTS) for Child Welfare Division Specialized Foster Care (SFC) and Multidisciplinary Assessment Team (MAT)

Specialized Foster Care (SFC) Specialized Foster Care Administration Mental Health Provider 1. Create SRTS record for any referral that 1. Document attempts to outreach to should result in mental health services client in the Comments section 2. If SFC staff complete an assessment 2. Document scheduled appointments in before referring, note in comments **DCFS** the Comments section, including no shows and rescheduled appointments. 3. Transfer to Mental Health Provider Do not enter a Disposition 3. Enter Disposition when initial Transfer reason: Client in need of appointment is finalized specialty mental health services

Mental Health Provider

- Complete MAT Assessment and Summary of Findings
- 2a. Create SRTS record if individual needs mental health services AND will be transferred to another treating provider. See 3a.
- 2b. If ongoing mental health treatment will be provided by the MAT originating agency, enter the record into agency's Service Request Log and not SRTS.

Mental Health Provider (cont'd)

- 3a. Transfer the record to the treating provider*
 - Transfer reasons:
 - Individual prefers an alternate location/provider
 - Language need not available
 - Specialty age-specific services are not available
 - Individual requires a different level of care
 - This program is unable to serve the individual

Mental Health Provider

3b. The treating provider will enter the disposition

MAT Administration

Monitor the progress of the MAT linkage via SRTS

Team (MAT)

Multidisciplinary Assessment

^{*} The mental health provider can transfer the record to the DMH MAT Coordinator, who can transfer to the treating provider, when necessary.